

Assignment 6

Textbook Assignment: "Records and Returns (Continued) and Commissaries." Pages 7-4 through 8-2.

- Learning Objective (continued):
Recognize the significance of ship's store profits and identify the ways in which profits are generated, distributed, and used.
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- 6-1. Advance information must be recorded on which of the following copies of the inventory sheet?
1. Copy 1 only
 2. Copy 2 only
 3. copy 3 only
 4. All four copies
- 6-2. Fixture numbers on inventory count sheets are assigned by NAVRESSO.
1. True
 2. False
- 6-3. Which of the following types of information should NOT appear on an inventory count sheet?
1. Vendor's name
 2. Description
 3. Unit of issue
 4. Location of stock
- 6-4. Inventories should be planned so that the ship's store is closed for the shortest possible period of time. Under normal conditions, what time frame should represent an adequate amount of time for the ship's inventory to be completed?
1. 12 hours
 2. 24 hours
 3. 36 hours
 4. 48 hours
- 6-5. The time frame for a ship's store inventory should be determined after consultation has taken place with or among which of the following officials?
1. Ship's store officer
 2. Executive officer
 3. Supply officer
 4. All of the above
- 6-6. In combined responsibility, bulk storerooms should be inventoried and balanced with the stock record card before retail outlets are inventoried.
1. True
 2. False
- 6-7. Which of the following copies of the inventory count sheet should be used by the first-count team?
1. Pink
 2. White
 3. Yellow
 4. Both 2 and 3 above
- 6-8. In the first count, inventory spaces should be counted in which of the following directions?
1. Right to left
 2. Left to right
 3. Top to bottom
 4. Both 2 and 3 above
- 6-9. When inventory sheets are completed, they should be signed by the individuals conducting the inventory and forwarded to which of the following persons?
1. Supply officer
 2. Ship's store officer
 3. Commnding officer
 4. Recordskeeper
- 6-10. The second inventory count should be recorded on which of the following copias of the inventory count sheet?
1. White
 2. Pink
 3. Blue
 4. Both 2 and 3 above

- 6-11. The second inventory count can be made by the same inventory team that conducted the first count.
1. True
 2. False
- 6-12. For the second inventory count, it is usually a good idea to use a different technique than the one in the first inventory count.
1. True
 2. False
- 6-13. Upon completion of the inventory, which of the following actions should be taken in regard to ship's store spaces?
1. The combination to the lock should be changed
 2. The spaces should be locked with the custodian's personal padlock
 3. A sentry should be posted to guard the spaces
 4. Spaces should be secured with a lock and a numbered seal and the seal number should be logged
- 6-14. After the seal number on an inventoried space is recorded in a logbook, the number must be verified by which of the following persons?
1. Supply officer
 2. Ship's store officer
 3. Custodian of the space
 4. Both 2 and 3 above
- 6-15. Price line inventories are a tool the ship's store officer can use to accomplish which of the following goals?
1. Reestablish responsibility
 2. Transfer accountability
 3. Establish correct money value for the balance of ship's store stock on hand
 4. All of the above
- 6-16. Price line inventories should generally be taken at least how often in self-service ship's stores?
1. Quarterly
 2. Weekly
 3. Monthly
 4. Quarterly
- 6-17. Other than the ship's store officer, which of the following persons may direct an inventory to be held?
1. Type commander (TYCOM)
 2. Commanding officer (CO)
 3. Supply officer (SO)
 4. All of the above
- 6-18. Which of the following forms should you use to verify the physical counts from the inventory with the hulk storeroom card balances?
1. NAVSUP 238
 2. NAVSUP 464
 3. NAVSUP 977
 4. NAVSUP 978
- 6-19. The inventory is usually extended by which of the following persons?
1. Bulk storeroom custodian
 2. Ship's store operator
 3. Recordskeeper
 4. Leading petty officer
- 6-20. What copy of the inventory count sheets should the ship's store officer use to verify the extensions made on the working copy?
1. Yellow
 2. Blue
 3. White
 4. Pink
- 6-21. The practice of taking a surprise inventory in midaccounting periods is highly recommended.
1. True
 2. False
- 6-22. A surprise inventory taken in a midaccounting period serves which of the following purposes?
1. It allows for an interim check to be made on the ship's store operation
 2. It provides a review of the stock position of the ship's store
 3. It provides a means by which financial condition of the store can be determined
 4. All of the above

Learning Objective: Identity the purpose, techniques, and procedure that should be used on the auditing of various ship's store records.

- 6-23. An audit of ship's store records serves to accomplish which of the following goals?
1. Reveal errors
 2. Prevent the reoccurrence of accounting problems
 3. Reveal irregularities
 4. All of the above
- 6-24. Of the following sequences, which should you use to correctly close out Ship's Store records?
1. Stock Records, Journal of Receipts, Journal of Expenditures, and Financial Control Record
 2. Financial Control Record, Stock Records, Journal of Receipts, and Journal of Expenditures
 3. Journal of Receipts, Journal of Expenditures, Stock Records, and Financial Control Record
 4. Stock Records, Financial Control Record, Journal of Receipts, and Journal of Expenditures
- 6-25. Which of the following types of data should be posted on stock record cards?
1. Receipts
 2. Quantity of each item shown on inventory sheets
 3. Expenditures
 4. All of the above
- 6-26. In separate operations, inventory totals in both bulk and total balance must be recorded on the stock record cards.
1. True
 2. False
- 6-27. You are spot-checking the stock record cards to ensure that the recordskeeper is calculating the total sales correctly. What formula should the recordskeeper be using to calculate total sales?
1. Beginning Inventory + Receipts - Expenditure - Returns = Total Sales
 2. Closing Inventory + Receipts - Expenditures - Beginning Inventory = Total Sales
 3. Receipts + Closing Inventory - Expenditures - Returns = Total Sales
 4. Beginning Inventory + Receipts - Expenditures - Closing Inventory - Total Sales
- 6-28. What document should you check to verify the sales figure posted to the Ship's Store Afloat Financial Control Record?
1. Cashbook
 2. Journal of Receipts
 3. Journal of Expenditures
 4. Memorandum Cash Sales Invoice (DD 1149)
- 6-29. In the Ship's Store Afloat Financial Control Record, a large difference between the Receipts and Expenditures columns always requires investigation. which of the following auditing procedures should you perform to ascertain if the difference is the result of a bookkeeping error?
1. Recheck the extension totals and posting of receipts and expenditures documents
 2. Examine the preparation of the Cash Sales Invoices
 3. Check the extensions
 4. All of the above
- 6-30. After a difference between the Receipts and Expenditures Columns at the Ship's Store Afloat Financial Control Record has been investigated, a remaining shortage or overage of that maximum percentage of sales should still be considered excessive?
1. 1%
 2. 2.5%
 3. 3%
 4. 5%

- 6-31. A large difference will always exist in the cup-type Vending Machines and Fountain columns on the Ship's Store Afloat Financial Control Record. This difference is the result of which of the following causes?
1. Patron abuse to the machines
 2. Entries that were posted at cost price
 3. Too many test drinks
 4. All of the above
- 6-32. In the operation of a cup-type vending machine, gross profit is usually what maximum percentage of total sales?
1. 20%
 2. 30%
 3. 50%
 4. 60%
- 6-33. In the fountain or snack bar operation, gross profit should fall within what minimum to maximum percentage of total sales?
1. 15% to 20%
 2. 20% to 25%
 3. 30% to 40%
 4. 5% to 10%
- 6-34. When large deviation occur from the recommended gross profit percentages in a snack bar or vending machine operation, which of the following actions should you take?
1. Write the difference off
 2. Investigate the differences
 3. Force the figure in your opening inventory
 4. Do all of the above
- 6-35. In the first recap for the retail store all differences should be reported on the reverse side of what form?
1. NAVCOMPT 153
 2. NAVCOMPT 176
 3. NAVCOMPT 442
 4. NAVSUP 977
- 6-36. You can obtain your cost of operation figure for vending machines by adding all vending machine entries in the Cost of Operation column of the NAVSUP Form 235.
1. True
 2. False
- 6-37. You are closing out the Journal of Receipts. What maximum number of columns should you total?
1. Five
 2. Two
 3. Six
 4. Four
- 6-38. Entries to the Journal of Expenditures are made at what price value?
1. Retail
 2. Cost plus transportation
 3. Cost
 4. Retail minus discount
- 6-39. Which of the following expenditures should have been entered on the NAVSUP 978?
1. Transfers
 2. Surveys
 3. Both 1 and 2 above
 4. Receipts from OSO
- 6-40. When the NAVSUP 978 is being closed out, the cost of operations figure should be extracted from what form?
1. NAVSUP Form 235
 2. NAVSUP Form 238
 3. NAVSUP Form 977
 4. NAVSUP Form 980
- 6-41. In closing out the NAVSUP 978, you can find the cost of all vending machine sales by extracting information from which of the following forms?
1. NAVSUP Form 235
 2. NAVSUP Form 236
 3. Both 1 and 2 above
 4. NAVSUP 469
- 6-42. The value of bulk sales on the NAVCOMPT 153 is the total of all bulk sales invoices at cost price contained in the Cash Sales file.
1. True
 2. False
- 6-43. When closing out the NAVSUP 978, you should determine all gains and losses on what form?
1. NAVSUP Form 238
 2. NAVSUP Form 1234
 3. DD Form 1149
 4. DD Form 1155

- 6-44. In closing out the NAVSUP 978, you should take the closing inventory from which of the following forms?
1. NAVSUP Form 238
 2. NAVSUP Form 464
 3. NAVSUP Form 977
 4. NAVSUP Form 978
- 6-45. Your total inventory should be broken down into what two categories?
1. Cost of vending machine operations and cost of snack bar operations
 2. Clothing and ship's store stock
 3. Clothing and cost of operations
 4. Ship's store stock and cost of operations
- 6-46. The last figure that you must post on the Journal of Expenditures is the cost of sales--retail. You should arrive at this figure by which of the following means?
1. Compute it from information in the first two columns of the NAVSUP 235
 2. Add all receipts and subtract all issues on the NAVSUP 235
 3. Force the figure since you know the value of all other entries, including the totals
 4. Compute from information reported on your NAVCOMPT 153
- 6-47. The cost of sales--retail figure absorbs all errors and directly influences the ship's store profits.
1. True
 2. False
- 6-48. An accurate set of ship's store returns in dependent primarily on which of the following factors?
1. A high sales figure
 2. A low sales figure
 3. An accurate closeout
 4. Both 2 and 3 above
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- Learning Objective: Determine the procedures you should follow for conducting an audit of ship's store returns.
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- 6-49. Within what maximum period of time from the end of the accounting period must the ship's store returns be submitted?
1. 15 days
 2. 20 days
 3. 30 days
 4. 5 days
- 6-50. Normally, the time frame for an accounting period is 4 months. Under which of the following circumstances can this time frame be shortened or extended?
1. When the accountable officer is being relieved
 2. When merged returns have been authorized
 3. Both 1 and 2 above
 4. When operations prevent the ship from preparing the returns
- 6-51. Which of the following dates is not a date on which an accounting period ends?
1. 31 January
 2. 30 June
 3. 30 September
 4. 31 May
- 6-52. Which of the following dates represent the end of the only accounting period that CANNOT be merged?
1. 31 May
 2. 30 September
 3. 31 January
 4. 30 June
- 6-53. Under unusual or emergency circumstances when returns must be merged for the period from September through 31 October, an original request for exception must be forwarded to what authority?
1. Navy Resale Services Support Office
 2. Naval Supply Systems Command
 3. Navy regional finance center
 4. Fleet accounting and disbursing center
- 6-54. The original of the letter that authorized your merged returns must be included with the returns when the returns are submitted.
1. True
 2. False
- 6-55. When ship's store returns must be submitted late, a letter from the commanding officer explaining the reasons for delay must be forwarded to the type commander with copies to which of the following authorities?
1. Naval Supply Systems Command
 2. Navy Resale and Services Support command office
 3. Appropriate fleet accounting and disbursing center
 4. All of the above

6-56. What two documents must you use to prepare the NAVCOMPT 1 53?

1. NAVSUP 233 and NAVSUP 235
2. NAVSUP 977 and NAVSUP 978
3. NAVSUP 238 and NAVSUP 239
4. NAVSUP 464 and NAVSUP 469

6-57. On your NAVCOMPT Form 153 form, you can complete lines B01 through B09 by using the information you have accumulated on what Form?

1. NAVSUP 238
2. NAVSUP 464
3. NAVSUP 977
4. NAVSUP 978

6-58. On your NAVCOMPT 153, you can complete lines B10 through B30 by using the information contained in what form?

1. NAVSUP 238
2. NAVSUP 464
3. NAVSUP 977
4. NAVSUP 978

IN ANSWERING QUESTIONS 6-59 THROUGH 6-62, SELECT FROM COLUMN B THE CAPTION THAT CORRECTLY CORRESPONDS TO THE ONES GIVEN IN COLUMN A AS THE QUESTION. ALL CAPTIONS AND LINES ARE INCLUDED IN THE PROFIT AND LOSS STATEMENT OF THE NAVCOMPT 153.

A. LINES

B. CAPTIONS

- | | |
|-----------|---------------------|
| 6-59. C02 | 1. Loans authorized |
| 6-60. C05 | by NAVRESSO |
| 6-61. C07 | 2. Cashbook totals |
| 6-62. C09 | 3. Total receipts |
| | 4. Approved surveys |
| | to the General Fund |

6-63. Actual amusement machine profits should be entered on what line of the NAVCOMPT 153?

1. C8
2. C21
3. C25
4. C27

6-64. What official must sign the certification statement that appears on the front side of the NAVCOMPT 153?

1. Ship's store officer
2. Commanding officer
3. Supply officer
4. Type commander

6-65. When you have entered all the required information on the NAVCOMPT 153, you should substantiate and assemble your ship's store returns at the same time.

1. True
2. False

6-66. You should make up both your retained returns and forwarding returns together.

1. True
2. False

6-67. What type of mail should you use for forwarding ship's store returns that weigh less than 13 ounces?

1. Military Official Mail (MOM)
2. Special delivery
3. First-Class Mail
4. Registered mail

6-68. When You must make corrections to ship's store returns after they have been submitted, which of the following steps must you take immediately?

1. Prepare a corrected NAVCOMPT 153
2. Forward a corrected NAVCOMPT 153 along with substantiating documents
3. Both 1 and 2 above
4. Recall the forwarded returns

6-69. In what maximum period of time should ship's store and clothing retained returns be retained on board after the forwarding returns have been submitted?

1. 1 years
2. 2 years
3. 3 years
4. 6 months

6-70. You are conducting an internal analysis of your ship's store operation based upon the information you have entered in your ship's store returns. Which of the following factors should you carefully analyze from a management point of view?

1. Sales-store ratio
2. Markups
3. Costs of operations
4. All of the above

6-71. Your ship's store returns will be analyzed by which of the following external auditors?

1. Appropriate FAADC
2. NAVRESSO
3. Both 1 and 2 above
4. NAVSEA

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- Learning objective: Determine the mission, organization, control, and administration of Navy commissaries.
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- 6-72. The primary mission of the Navy commissary is to provide authorized resale items for sale to authorized patrons at the lowest practical price.
1. True
 2. False
- 6-73. Which of the following organization performs the primary support functions for the Navy commissary?
1. Naval Supply Systems Command
 2. Navy Resale and Services Support Office FSO
 3. FMSO Mechanicsburg, PA
 4. Defense Logistics Agency
- 6-74. Before reporting to your commissary, you must attend one of the schools on the operation of a commissary. You should obtain the dates and areas of available schools from
1. the personnel office serving your present command
 2. the Navy supply corps school, Athens, Georgia
 3. your nearest Navy commissary
 4. NAVRESSO Commissary Operations Group
- 6-75. Generally, chief petty officers, and first class petty officers are assigned supervisory positions in which of the following areas?
1. Warehouse
 2. Front end
 3. Receiving
 4. All of the above